Welcome to Essex Heights Primary School.

Enclosed in this package, you will find the following:

1. **Student Enrolment Application** including Privacy Notice   
   Please complete & return
2. **Student Learning Needs Form**   
   Please complete & return
3. **Health Centre Information including:**
   (a) **Supplementary Medical Information Sheet**   
       Please complete & return
   (b) **School Asthma Action Plan (if applicable)**   
       Please complete & return if applicable
4. **Fees Notice 2014 & Email Approval** (this structure may change for 2015)
5. **Permission Sheet for entry during 2014**
   —Excursions, Photos etc., Internet, Medications
   Viewing movies, & Head Lice Inspections   
   Please complete & return for mid year enrolment
6. **Uniform Shop Price List 2014**
7. **Canteen Menu 2014**
8. **Before & After School Care Information**   
   (Enrolment Forms can be obtained from the BASC Co-Ordinator 9807 2615)
9. **Instrumental Program**
   (Please see school website for all information regarding Instrumental Program for 2014 – [www.essexheightsps.vic.edu.au](http://www.essexheightsps.vic.edu.au) – Go to **CURRICULUM** tab and each of the instruments are listed under the handbook. The Enrolment Form is the last page in each Handbook.

**ENROLMENT PROCESS:**

Please complete the Enrolment Form and other relevant documentation and return to school with the following:

2. Passport (if child born out of Australia)
3. Visa details
4. Verification of address documentation (Utility Bill e.g. Rates, Electricity, Gas, Water, Contract of Sale / Lease
5. **Immunisation status of student.**
   The school requires the Statement from the Australian Childhood Immunisation Register with the notation at the foot of the Certificate stating: ‘This child has received all vaccines required by 5 years of age’.
   **OR**
   In the event of overseas vaccinations or those given by your medical practitioner, an **Immunization Status Certificate** should be obtained. This is available from your local Council offices.
   **In the absence of Immunizations, a Statutory Declaration is required.**
6. Court documentation – Any current legal documentation pertaining to custody, access or other court orders.